

APPENDIX B

Acquisition Checklist and Flow Chart

This checklist is intended to be used solely for the convenience of the Virginia agency or institution acquiring real property. It does not represent additional policy, and it is not intended to be used or relied upon by any third party.

Project Name: _____

Type of Acquisition: ☐ Purchase ☐ Gift ☐ Combination Purchase/Gift ☐ Easement ☐ Devise

Property Location: _____

Grantor(s): _____

- ☐ Capital Project Established (Form CO-2 approved or Governor's approval on emergency basis pursuant to §4-4.01 of the Appropriation Act).
- ☐ Initial inspections completed
- ☐ Procurement of applicable services initiated:
 - ☐ Geotechnical and engineering services and studies
 - ☐ Environmental Impact Report
 - ☐ Environmental survey(s)
 - ☐ Appraisal(s)
 - ☐ Land Survey
 - ☐ Title work
 - ☐ Termite/insect inspection
 - ☐ Closing Services
- ☐ Report prepared regarding location in urban centers (only applies to purchases and combination purchase/gift).
- ☐ Appraisals submitted in advance to the Bureau of Real Property Management.
- ☐ Contract approved.
- ☐ Leases currently in effect on the property examined and submitted to BRPM.
- ☐ Environmental Impact Report Submitted to DEQ. EIR Approved on _____
- ☐ Environmental Survey(s) completed.
 - ☐ No contaminants suspected; or
 - ☐ Contaminants removed and site remediated by seller; or
 - ☐ Approval to proceed received from appropriate Secretariats.
- ☐ Title Services procured.
 - ☐ All title issues resolved. No outstanding encumbrances or clouds on title.
- ☐ Land Survey delivered on _____.
- ☐ Building and building systems inspected.
 - ☐ Renovation/repair cost estimates provided to BRPM
- ☐ Deed approved by the Attorney General's Office.
- ☐ All documents and documentation provided to BRPM for review/recommendation.
- ☐ Closing set for _____.
 - ☐ Payment arrangements complete (check or wire transfer).
 - ☐ Final walkthrough/inspection completed.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

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